Privacy Policy for Online Students/Online Services

Southern Baptist Theological Seminary (SBTS) recognizes the importance of protecting the privacy of individuals using its online services. The Privacy Policy for Online Students/Online Services governs data collection, use, and protection guidelines for SBTS. Third party services utilized by the college may have additional privacy and data usage policies beyond the scope of this policy. Individuals utilizing SBTS online services consent to the institution's privacy policy as well as the policies of any third party services being used by the college.

Collection of Data

SBTS regularly collects information from individuals using its online services. The data collected include data entered by users as well as data automatically collected by SBTS Online Services (such as activity logs, cookie data, IP addresses, browser information, etc.). Cookies (text files that collect usage data on user computers) may be used to collect and store customization data on user computers. Users have the ability to turn off the use of cookies on their computers. Termination of cookie collection may limit the functionality of some SBTS online services.

Use of Data

SBTS abides by the Family Educational Rights and Privacy Act (FERPA) in protecting the confidentiality of educational records. Personally identifying information is not released in connection with educational records without the express consent of record owners (exceptions may occur in accordance with guidelines provided under FERPA).

Any SBTS employee who has a legitimate educational interest may access educational records as needed. Examples of legitimate access include the ability of institutional instructors to access student educational records and the ability of system administrators to access all data related to to the systems which they govern.

Data Security

All electronic educational records are securely stored in password protected environments with personalized usernames. SBTS employees and students access electronic systems by using the unique URL for each service. Users have the ability to change their passwords at any time. All official institutional services use SSL encryption to secure the entry process of personally identifying information. SBTS employees using non-official electronic or online services for educational purposes are required to maintain privacy practices consistent with SBTS policy, including the protection of educational records using SSL in a password protected environment.

Ownership of online materials

Many online services used by SBTS allow users to contribute content to these services. These contributions may include forum posts, portfolios, papers, blog entries, online chats, digital recordings and other electronic materials. Such submissions should abide by the SBTS Appropriate Use Policy [1] and the guidelines defined in the Student Handbook [2]. Abuse of this policy can result in consequences ranging from loss of computer privileges to disciplinary actions as defined in the Student Handbook or the Faculty/Staff Handbook [3]. SBTS cannot guarantee the privacy of materials submitted in public venues, such as online discussion forums, public email lists, etc. **The SBTS Intellectual Property Rights Policy applies to all materials submitted or developed using SBTS online services.**

Policy Changes

SBTS reserves the right to make changes to online service offerings and related institutional privacy and use policies at any time for any reason.

Contact Information

Questions or inquiries regarding this privacy policy can be directed to:

Southern Baptist Theological Seminary
Campus Technology
502-897-4006
campustechnology@sbts.edu

References:

[1] SBTS Appropriate Use Policy - http://www.sbts.edu/current-students/services/campus-technology/policies/appropriate-use-policy/

[2] SBTS and Boyce College Student Handbook - http://www.sbts.edu/documents/Handbook.pdf

[3] SBTS Faculty/Staff Handbook - http://oncampusonly.sbts.edu/oncampusonly/hr/2012/faculty-staff-handbook1.pdf